

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-416-09-4</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>6/23/09</i>	
1 FROM (Agency or establishment) U S Department of Transportation		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION National Highway Traffic Safety Administration			
3 MINOR SUBDIVISION The Office of the Executive Correspondence			
4 NAME OF PERSON WITH WHOM TO CONFER Bernadette Millings/Sandra Harris	5 TELEPHONE NUMBER (202) 366-2534	DATE <i>15 July</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u> 1 </u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 05/20/09	SIGNATURE OF AGENCY REPRESENTATIVE Carolyn Green <i>Carolyn Green</i>		TITLE Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	This schedule covers and provides disposition authority for NHTSA electronic records in the CCMMercury System, located in the Office of the Executive Correspondence, in the National Highway Traffic Safety Administration (NHTSA), Headquarters in Washington, D C		

**US Department of Transportation (DOT)
National Highway Traffic Safety Administration (NHTSA)
The Office of the Executive Correspondence Unit**

Name of Electronic System: CCMMercury System

Purpose of the System:

The CCMMercury System is a correspondence tracking (or control) system which (1) provides a central repository for agency correspondence, (2) tracks and manages correspondence, and (3) tracks agency correspondence letters, and provides information on correspondence. The system is used to facilitate electronic assignment, routing, and tracking of the flow of correspondence inside and outside NHTSA, and to assist in the development of draft responses. The original documents can be scanned for distribution, while originals are retained by the Records Management Division in accordance with approved disposition schedules.

Note: Associated records are disposed of in accordance with DOT Record Schedules and/or the appropriate NARA General Records Schedules.

- ~~1 **Inputs:** (Includes inputs from other systems) Correspondence is received from the general public, Congress, the auto industry as well as Federal and State agencies. Data about this correspondence is entered into CCMMercury.~~

~~— **Disposition:** Temporary Delete/destroy when data have been entered into the master file or database and verified, or when no longer needed to support reconstruction of, or serve as backup to, the master file or database, whichever is later (GRS 20, Item 2).~~

- 2 **Master File:** Data Information about correspondence such as Congressionals, Freedom of Information Act (FOIA) requests, Petitions, Reports to Congress and correspondence generated within the Department, reports signed by the Administrator/Deputy Administrator or Secretary/Deputy Secretary

Disposition: Temporary Cut off at end of fiscal year. Delete/destroy when 10 years old, or when no longer needed for other operational purposes

3—**Outputs:** (Includes outputs from other systems) Routing cover sheets which give summaries of the correspondence and the disposition—

Disposition: ~~Temporary~~ Delete/destroy when no longer needed for administrative, legal, audit or other operational purposes (GRS 20, Item 5, 6)

4—**System Documentation:** System documentation is located within the Office of the Executive Correspondence, in the National Highway Traffic Safety Administration (NHTSA), in Washington, D.C. System documentation consists of operating manuals for the software application, user manuals, description of operating environment, software/hardware operating requirements, administrative procedures, system administrator operating instructions and procedures, business rules, and office operating procedures—

—**Disposition:** ~~Temporary~~ Delete/destroy when the CCMMercury system is superseded or becomes obsolete (GRS 20, Item 11)